

County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Transportation: (910) 947-3389
Fax: (910) 947-1303

Major Subdivision Preliminary Plat CONDITIONAL USE PERMIT APPLICATION PACKET

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$1,000 plus postage for adjacent properties.
- A Site Specific Development Plan.

Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- All adjacent property owners will be notified by certified mail.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

Step 5. Subdivision Review Board Meeting

Planning Staff will present the request to the Subdivision Review Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Subdivision Review Board will make a recommendation to the Board of Commissioners.

Step 6. Board of Commissioners Meeting—Call To

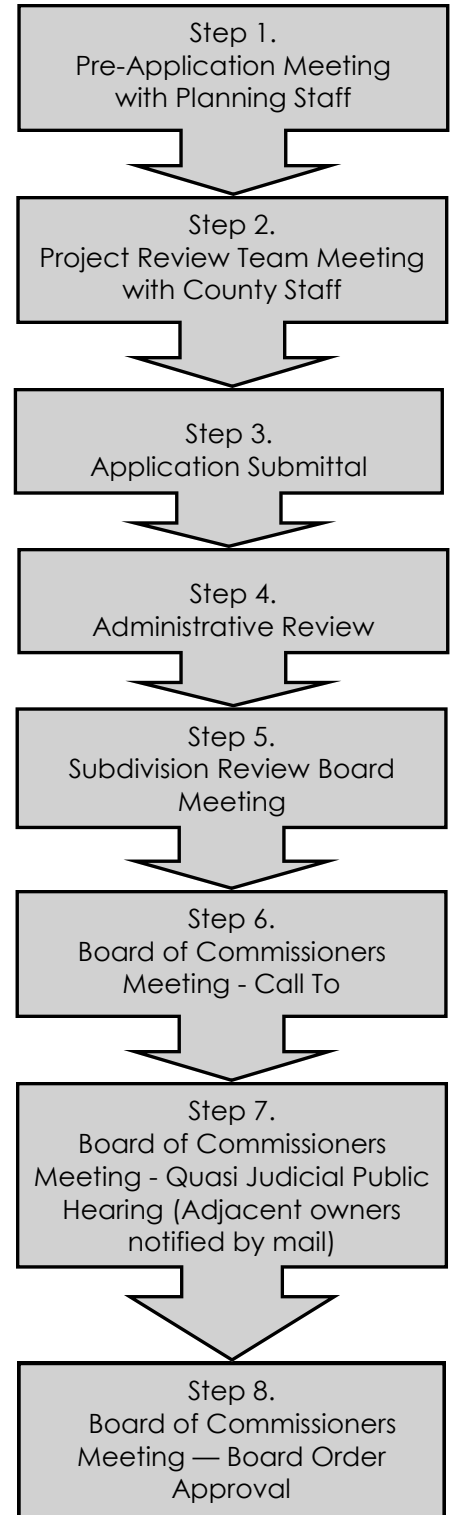
Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicant need not be present at this meeting.

Step 7. Board of Commissioners Meeting—Quasi Judicial Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.

Step 8. Board of Commissioners—Board Order Approval

The Board Order will be placed on the consent agenda for approval. Applicant need not be present at this meeting.



Application Submittal Deadlines / Meetings

A date and location will be set (subject to change) once a complete application is submitted to the Planning Staff. * Indicates date change due to holiday.

<u>Application Deadline</u>	<u>Subdivision Review Board Meeting</u>
Dec. 16, 2019	Jan. 14, 2020
Dec. 30, 2019	Jan. 28, 2020
Jan. 13, 2020	Feb. 11, 2020
Jan. 27, 2020	Feb. 25, 2020
Feb. 10, 2020	March 10, 2020
Feb. 24, 2020	March 24, 2020
March 9, 2020	April 7, 2020
March 23, 2020	April 21, 2020
April 6, 2020	May 5, 2020
April 20, 2020	May 19, 2020
May 4, 2020	June 2, 2020
May 18, 2020	June 16, 2020
June 1, 2020	June 30, 2020
June 15, 2020	July 14, 2020
June 29, 2020	July 28, 2020
July 13, 2020	Aug. 11, 2020
July 27, 2020	Aug. 25, 2020
Aug. 10, 2020	Sept. 8, 2020
Aug. 24, 2020	Sept. 22, 2020
Sept. 7, 2020	Oct. 6, 2020
Sept. 21, 2020	Oct. 20, 2020
Oct. 5, 2020	Nov. 3, 2020
Oct. 19, 2020	Nov. 17, 2020
Nov. 2, 2020	Dec. 1, 2020
Nov. 16, 2020	Dec. 15, 2020
Nov. 30, 2020	Dec. 29, 2020

Site Specific Development Plan

Chapter 4 Section 2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.

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Major Subdivision Conditional Use Permit Application

Application Date:			
Location/Address of Property:			
Applicant:		Phone:	
Applicant Address:	City:	St:	Zip:
Owner:		Phone:	
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Use:		
Comments:			
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I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.			
Applicant/Owner Signature		Date	
Applicant/Owner Signature		Date	
Office Use Only:			
PAR ID: _____			
Received By		Date	

Major Subdivision Preliminary Plat Review

LRK _____ Date _____ Zoning District _____

Type of Subdivision:

☐ Major-Neighborhood Conservation Option

☐ Major-Conventional Option

Total Number of Lots Proposed (including parent tract): _____ Acreage of Existing Parcel: _____

Applicants Name: _____

Address: _____

Phone: _____ Fax: _____

Property Owners Name: _____

Location of Property: _____

Surveyor Name: _____ Phone: _____

Utilities: ☐ Public Water ☐ Public Sewer

☐ Private Well(s) ☐ Private Septic Tank(s)

Subdivision will involve the creation of new roads or streets: ☐ YES ☐ NO

Type of streets proposed: ☐ Public ☐ Private

For Office Use Only:

Review Officer Checklist

☐ LRK

☐ Owners Name

☐ Approval Signature by Jurisdiction

Name: _____

☐ Township: _____

☐ City: _____

☐ State: _____

☐ North Arrow Reference: _____

☐ Scale Text

☐ Scale Bar Scale of Map: _____

☐ Survey Statement

☐ Meets Size Requirements

☐ Surveyor Signature

☐ Surveyor Seal Reg Number: _____

☐ Change to Existing Street

☐ New Public Street Dedication

Approved by: _____

Approval Date: _____

Requires Subdivision Review Board Approval:

☐ YES ☐ NO Meeting Date: _____

Requires Board of County Commissioners Approval:

☐ YES ☐ NO Meeting Date: _____